

Position Announcement

Working Title: Security Manager
Date Posted: April 10, 2015; open until filled
Pay Grade/Salary Range: Ungraded Non-Merit; Pay commensurate with qualifications
Agency: Kentucky State Fair Board, 221 S. Fourth Street, Louisville, KY 40202

Agency Comments: The Kentucky State Fair Board (KSFB) is home to the sixth largest convention space in the United States with over 1.5 million square feet of space and includes the Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC). The KSFB is charged with advancing the Commonwealth's tourism industry and economy by providing entertainment, tradeshow, conventions and public gatherings, and providing an annual economic impact of over \$500 million.

Security Manager:

The position is an FLSA exempt, salaried position that oversees the day-to-day operations of the Security Branch at the Kentucky International Convention Center. The position is responsible for all facilities security management, staff oversight and implementing security practices for the Convention Center and two adjacent parking garages that are open to the public on a continuous basis. The security of employees, contractors and patrons is vital to the effective operations of a facility.

ESSENTIAL FUNCTIONS:

- Point of contact for all security-related matters, acting as liaison with local, state and federal law enforcement agencies.
- Attend security-related seminars, training, and attends regular meetings regarding city-wide security matters.
- Advise both agency employees and contractors in accordance with local, state and federal laws.
- Secure facility in event of emergencies, investigate accidents, administer aid and contact authorities for additional assistance.
- Perform all personnel management duties such as scheduling shifts, training and evaluations, policy and procedure enforcement and performance improvement measures.
- Lead staff in ensuring front-line customer relations are maintained.
- Work with contractors and show promoters to provide adequate security support and services to successfully stage and accommodate convention and exposition event activities.
- Accountability for branch budget and temp staffing costs.
- Plans, organizes, and assigns daily activities and work assignments of full-time, part-time and contracted staff.
- Responsible for 24/7 facility Control Room operation; trains full-time and part-time staff in operations.
- Communicates and works with representatives of various business organizations, groups, and show promoters regarding facility security accommodations and services for conventions, trade shows, consumer shows, entertainment productions, banquets, and community events.
- Meets with Sales and Events Managers during site visits with clients to ensure building has requested security measures in place for events.
- Plans for existing and future staffing, equipment and materials needs; creates labor calls for additional support.
- Develops standards, best practices, procedures and guidelines for facility security function.
- Demonstrates integrity, customer service with a sense of urgent responsiveness, courage, and accountability.
- Frequently works more than 40 hours in a workweek to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

KNOWLEDGE OF:

- Applicable federal, state, and local laws, regulations and requirements relating to the legal and safe operation of and code requirements for public assembly facilities.
- Effective practices/programs for provision of customer service and monitoring of service delivery.
- Principles and practices of budgeting and expenditure monitoring, supervision and security management.
- Operational characteristics of large-scale facilities in this level.
- Effective management and leadership practices and skills.

ABILITY TO:

- Perform a broad range of supervisory responsibility over others.
- Negotiate effectively in writing and in person with private and public agencies and with representatives of various business, clients and community groups.
- Establish objectives and execute a business plan with minimal guidance and supervision.

DESIRED EXPERIENCE AND TRAINING:

- Five years of highly responsible management experience in the daily security operations of a convention center, arena, fairgrounds and/or similar public assembly facilities, and/or around the production of tradeshow, agricultural events, arena events or fairs, including supervisory experience.
- Bachelor's degree from an accredited college or university in security, criminal justice, risk management, or a related field.
- (Other combinations of experience and education that meet these requirements may be substituted).

Contact Information: Interested applicants should send a cover letter, resume, and at least 3 professional references to the Kentucky State Fair Board to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130

or via email: pherberg@ksfb.ky.gov

The Kentucky State Fair Board is an equal opportunity employer.